

Sept 51

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2014/01/15 : CIA-RDP86T00268R000800120079-7

Mr. Langue says "Hold"

20 May 52

Not used
TJ

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17 September 1951

MEMORANDUM FOR THE RECORD

SUBJECT: The Coordination of NSC Paper Within CIA.

The following outline of procedure was approved by Mr. Dulles.

At present, three copies of all NSC papers, other than "10" series, are received in CIA and these are distributed (1) to the Deputy Director for Plans, (2) to [] and (3) to []. Of the "10" series only one copy is received by []. Hereafter, NSC papers of which we receive three copies will be sent initially (1) one copy to [] and (2) two copies to []. The single copy of the NSC "10" series papers which we receive will hereafter be sent by [].

Upon receipt of an NSC paper, [] will prepare an appropriate summary thereof, indicating thereon any recommendations that she and [] have as to how such paper should be coordinated within CIA. A copy of this summary will be sent to D/DCI, DD/P and EA/DCI, each of whom will inform [] of any changes in distribution and/or coordination of the paper. At the same time, [] will also send to EA/DCI a copy of the paper itself.

After coordination of the paper has been determined, [] will be responsible for seeing that such coordination is implemented. Any questions which may arise will be referred, as appropriate or necessary, to D/DCI or EA/DCI.

[] who will be assisted by [] will be responsible for the preparation of the appropriate written briefing and an NSC book for use by DCI and D/DCI at NSC meetings and at Senior Staff meetings.

Attention should be called to one distinction between the book prepared for Mr. Dulles and that for the DCI. It is the desire of Mr. Dulles to have in his book for Senior Staff meetings only the most important related papers, all others to be brought to the meeting and made available by []. [] indicates, however, that the DCI desires all relative papers to be in the book which he will take to NSC meetings.

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Notice of the fact that [] are to provide staff assistance with respect to NSC matters should be given at an early meeting of the Assistant Directors. In view of the fact that [] is located in the Administration Building, it is probably preferable to have all papers routed initially to her.

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LOFTUS E. BECKER

LEB:mlk

Distribution:

D/DCI - 1

DD/P - 1

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[]
EA/DCI - 1

- 2 -

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